



LAND SUBDIVISION COMMITTEE MEETING MINUTES
April 3, 2014

ATTENDANCE

Land Subdivision Committee Members	Staff
Gregg Humphrey, Chairman	Joe Zeibert
Nate Bottom, Vice-Chairman	Steve Keenan
Mike Johnson	
Chris Richmond	
Matt McLaughlin	Others
Cyndi Knowles	Don DeFrates
Brian Wright	Steve Walker
Paul O'Shea	Corky Joyner
Lori Williams	Dan Mlacnik
Brad Bixby	Mike Irwin
	John Raynolds
	Kurt Taraba
	Mike Mulvany
	Unnamed resident

- **CALL TO ORDER**

Gregg Humphrey called the meeting to order at 1:30 PM.

- **MINUTES OF MEETING**

Gregg Humphrey asked if there were any changes or corrections to the March 6, 2014 minutes. Humphrey said hearing none, the meeting minutes would stand as approved.

- **ACTION ITEMS**

See attached

- **UNFINISHED BUSINESS AND NEW BUSINESS**

There was no unfinished business. There was no new business.

- **ADJOURNMENT**

The meeting adjourned at 1:57 PM.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2014-01

CENSUS TRACT # 36.03

NAME OF SUBDIVISION:	Wabash Centre – Location & Sketch Map – Variances – Sec. 153.157(L) – Restriction of Access and Sec. 153.156(A) – Right-of-way of streets		
JURISDICTION:	City		
DATE OF MEETING:	April 3, 2014		
OWNER:	Property 21, LLC		
ENGINEER:	Greene & Bradford, Inc.		
DESCRIPTION:	Pt. SW ¼, Sec. 11, T15N, R6W – North side of Wabash Avenue, between Bunker Hill Road and Hamlin Parkway – Greene and Bradford		
	20.79	Acres	3 Lots
MOTION TO RECOMMEND:	Variance – Sec. 153.157(L) – Restriction of Access – Approve, Subject To	Variance – Section 153.156(A) – Right of way of streets – Approve	Location & Sketch Map – Approve, Subject To
BY:	Nate Bottom	Nate Bottom	Nate Bottom
2ND BY:	Lori Williams	Chris Richmond	Matt McLaughlin
VOTE:	Unanimous	Unanimous	Unanimous

Don DeFrates presented the location and sketch map. He said this is a 20.8 acre development next to Nissan that fronts on Wabash Avenue. He said the applicant applied for a variance to Section 153.157(L) – Restriction of Access – to allow three commercial entrances to Lot 1. DeFrates said the north commercial entrance will line up with a proposed entrance to the west.

Joe Zeibert, Regional Planning Commission, said staff recommends approval of the location and sketch map. He said all essential services are available to serve the site and the development is in accord with the 2020 Springfield Comprehensive Plan. Zeibert said staff recommends denial of the variance request for restriction of access to an arterial. He said the variance request does not provide the necessary information to determine if the variance request substantially complies with the requirements outlined in Section 153.207(c) of the City of Springfield Land Subdivision Ordinance. Zeibert said according to the Springfield Area Transportation Study [SATS] bicycle and pedestrian plan adopted by the City of Springfield, a side path is identified along Bradfordton Road. He said the Illinois Natural Heritage Database shows that the Franklin Ground Squirrel may be in the vicinity of the project location. Zeibert

said this is something the applicant will need to deal with as the project moves forward. He said the applicant shall identify Alex Boulevard as a collector and Wabash and Bradfordton Road as arterial roads. Zeibert said the applicant shall add the proposed land use. He said the applicant shall add the proposed zoning. Zeibert said the applicant shall provide a written acknowledgement to upgrade the adjacent substandard road. He asked why the right of way [ROW] reduces from 150 feet to 130 feet when it is shown as 150 feet on the arterial roadway network plan. Nate Bottom, City Engineer, said regarding the ROW the Illinois Department of Transportation [IDOT] had a look at what could fit in a five lane section. He said 130 feet does work to the north and this is what is needed. Zeibert said since this is not in compliance with the network plan, is a variance required? Bottom said they probably should request the variance to reduce it by 20 feet. He asked if the applicant wants to request this at this time. DeFrates said the applicant would like to request a variance to reduce the ROW for the north part of Bradfordton Road from 150 feet to 130 feet. Humphrey asked about the location and DeFrates said it is north of the 11.26 acre parcel. Bottom said the variance request could say as shown on the location and sketch map.

Brian Wright, Sangamon County Highway Department, had no comments.

Paul O'Shea, Office of Planning and Economic Development, had no comments.

Mike Johnson, CWLP-Water, said there is an 18-inch transmission main on the south side of Wabash Avenue. He said there is a 10-inch water main on Alex Boulevard. Johnson said the water department can provide information as needed.

Gregg Humphrey, Springfield Metro Sanitary District, said the property is subject to a \$2,000.86 per acre special connection fee, which shall be paid prior to the preliminary plan review.

Nate Bottom, City Engineer, said he recommends approval of one access to Wabash Avenue as approved by IDOT and on Bradfordton Road the City will approve one right-in/right-out access a minimum of 300 feet from the through edge of pavement for the five-lane section of Wabash Avenue and one entrance a minimum of 500 feet away from the through edge of pavement with full access. Bottom said the second access appears to be approximately 515 feet from the intersection. He said the applicant shall include a note stating that no direct access to Bradfordton Road will be allowed for Lots 2 and 3. Bottom said the adjacent sub-standard roadway improvement agreement applies to Bradfordton Road. He said the applicant shall label Bradfordton and Wabash as arterial streets. Bottom said the minimum arterial roadway width is 36 feet. He said the applicant may need to shift the eastern roadway edge east nine feet. Bottom said the owner is an LLC, not a TLC. He reminded the applicant that the off-site drainage and the on-site drainage along with previous agreements will need to be accounted for with the drainage design in the preliminary plan stage.

Lori Williams, City Traffic Engineer, said the right-in/right-out access will have to be constructed with a median to delineate the separate movements. She said the applicant shall show the proposed zoning on the plan. Williams said the easement lines should be adjusted to the ROW line along Alex Boulevard and possibly Milby Lane. She reminded the applicant that a traffic study and an intersection design study will need to be provided at the preliminary plan stage.

Matt McLaughlin, Springfield Building and Zoning Administrator, had no comments.

Chris Richmond, Springfield Fire Department, had no comments.

Cyndi Knowles, Sangamon County Zoning Department, had no comments.

Brad Bixby, CWLP-Electric, said commercial development costs will apply to extend the three-phase electric across the properties.

Dan Mlacnik, IDOT District 6, said we have a drawing with the five-lane section of Wabash and the future five lanes of Bradfordton Road that IDOT can provide to the applicant's engineer. Zeibert asked if the 130 feet of ROW includes the side path. Bottom said the 130 feet includes the side path when the adjacent property owner dedicates their 65 feet. He said in essence they are reducing their portion down ten feet. Zeibert asked if everything fits in 130 feet. Bottom said yes, plus drainage. Mlacnik said we set it up with five lanes and a raised 6-foot median. He said there is a sidewalk on the east side and a side path on the west side. Mlacnik said there is an additional width for a drainage ditch on the west side. He said there are access points shown on the drawing to make sure this functions as the first point and that the storage works for the full second access point.

Zeibert asked why the applicant needs the first right-in/right-out. He said the evidence was never provided. Bottom said the distance can be provided. He said the property is bound by two arterial streets. Bottom said this is the reason for granting the variance request.

Nate Bottom made a motion to approve a variance of Section 153.157(L) – Restriction of Access – to allow two access points onto Bradfordton Road, and one access point onto Wabash Avenue, subject to the access point locations shown on the location and sketch map. Lori Williams seconded the motion and the vote was unanimous.

Nate Bottom made a motion to approve a variance of Section 153.156(A) – Right-of-way of streets – to reduce the required right of way along Bradfordton Road from 150 feet to 130 feet, as shown on the location and sketch map. Chris Richmond seconded the motion and the vote was unanimous.

Nate Bottom made a motion to approve the location and sketch map, subject to:

- 1) Identifying Alex Boulevard as a collector and Wabash and Bradfordton Road as arterial roadways;
- 2) Adding the proposed land use;
- 3) Adding the proposed zoning;
- 4) Providing a written acknowledgement to upgrade the adjacent substandard road;
- 5) Including a note stating that no direct access to Bradfordton Road will be allowed for Lots 2 and 3;
- 6) Labeling Bradfordton and Wabash as arterial streets;
- 7) Ensuring the roadway minimum is met to the satisfaction of the City Engineer; and,
- 8) Fixing the typo of LLC.

Matt McLaughlin seconded the motion and the vote was unanimous.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2014-04

CENSUS TRACT # 29

NAME OF SUBDIVISION:	Wabash Market Place II – Location & Sketch Map and Variance Sec. 153.158(B)(2) – Lot Arrangement		
JURISDICTION:	City		
DATE OF MEETING:	April 3, 2014		
OWNER:	Realty Acquisitions Group, LTD.		
ENGINEER:	Martin Engineering		
DESCRIPTION:	Pt. SW ¼, Sec. 7, T15N, R5W – Southeast corner of Wabash Avenue and Drawbridge Road		
	3.537	Acres	3 Lots
MOTION TO RECOMMEND:	Variance – Sec. 153.158(B)(2) Location & Sketch Map – – Lot Arrangement - Approve Approve, Subject To		
BY:	Lori Williams	Lori Williams	
2ND BY:	Nate Bottom	Matt McLaughlin	
VOTE:	Unanimous	Unanimous	

Steve Walker presented the location and sketch map. He said Lot 1 is currently improved and the subdivision will allow the creation of a second lot and an open space lot.

Joe Zeibert, Regional Planning Commission, said staff recommends approval of the location and sketch map. He said all essential services are available to serve the site and the development is in accord with the 2020 Springfield Comprehensive Plan. Zeibert said staff also recommends approval of the variance request for lot arrangement to allow a lot to have access through an access easement. He said the subdivision will need another name. Zeibert said the applicant shall key in the floodplain area. He said the applicant shall identify the proposed and the existing land use. Zeibert said the applicant shall label the width of the access easement. He said the applicant shall key in all symbols used. Zeibert said the applicant shall submit a written acknowledgement to upgrade adjacent roadways. He said the Illinois Natural Heritage Database shows that the Franklin Ground Squirrel may be in the vicinity of the project location. Zeibert said the plan says retail and sales. He said the applicant shall clarify what sales means on the plan. Zeibert asked if an access easement was needed along the east side of the building. He asked if the tree line will be preserved along the open area. Walker said a few trees may be removed for storm water management, but most trees would remain. Zeibert asked Lori Williams, City Traffic Engineer, if an access easement would be needed along the east side of the building. Williams said she did not think so. She said the drive through is on Lot 1 and the access to Lot 2 is on Lot 2. Zeibert asked if Williams views this as two lanes. She said this is two lanes of traffic in the same direction. Walker asked about the subdivision name comment. Zeibert said there is a platted subdivision named Wabash Market Place. Corky Joyner said he was aware of that and his partner liked the name. He said when the first building was

built the name was put on it. Joyner asked that only the subdivision name needs to change. Zeibert said the final plat will need a new name on it.

Brian Wright, Sangamon County Highway Department, had no comments.

Paul O'Shea, Office of Planning and Economic Development, had no comments.

Mike Johnson, CWLP-Water, had no comments.

Gregg Humphrey, Springfield Metro Sanitary District, had no comments.

Nate Bottom, City Engineer, had no comments.

Lori Williams, City Traffic Engineer, said the City recommends approval of the lot arrangement variance since it was intended to have one point of access off Drawbridge. She said the applicant shall verify that the number of parking spaces is adequate. Williams said the applicant shall verify that there is 125 feet of stacking for the drive through window. She said this is critical as the aisle provides access to the window as well as ingress and egress for Lot 2. Walker said the only way to have 125 feet is to lose parking spaces. Williams said if there is queuing on the aisle then there are situations where Lot 2 will not be served. She asked how much space the applicant has from the window to the parking spaces. Joyner said about 100 feet. He said the tenant using the space does not need the window at this time, but he does not want to lose it.

Matt McLaughlin, Springfield Building and Zoning Administrator, had no comments.

Chris Richmond, Springfield Fire Department, said the applicant shall verify the dumpster has three feet of clearance from the hydrant. He said the site looks tight.

Cyndi Knowles, Sangamon County Zoning Department, had no comments.

Brad Bixby, CWLP-Electric, had no comments.

Lori Williams made a motion to approve a variance of Section 153.158(B)(2) – Lot Arrangement – to allow a lot to have access through an access easement. Nate Bottom seconded the motion and the vote was unanimous.

Lori Williams made a motion to approve the location and sketch map, subject to:

- 1) Renaming the subdivision;
- 2) Keying in the floodplain area;
- 3) Identifying the proposed and the existing land use;
- 4) Labeling the width of the access easement;
- 5) Keying in all symbols used;
- 6) Submitting a written acknowledgement to upgrade adjacent roadways;
- 7) Clarifying what sales means on the plan;
- 8) Verifying the parking is adequate to meet zoning standards;
- 9) Verifying the drive through stacking requirement is met; and,
- 10) Verifying the dumpster has three feet clearance from the fire hydrant.

Matt McLaughlin seconded the motion and the vote was unanimous.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2014-04
CENSUS TRACT # 29

NAME OF SUBDIVISION:	Wabash Market Place II – Preliminary Plan
JURISDICTION:	City
DATE OF MEETING:	April 3, 2014
OWNER:	Realty Acquisitions Group, LTD.
ENGINEER:	Martin Engineering
DESCRIPTION:	Pt. SW ¼, Sec. 7, T15N, R5W – Southeast corner of Wabash Avenue and Drawbridge Road
	<u>3.537 Acres 3 Lots</u>
MOTION TO RECOMMEND:	Approve, Subject To
BY:	Gregg Humphrey
2ND BY:	Lori Williams
VOTE:	Unanimous

Steve Walker presented the preliminary plan.

Joe Zeibert, Regional Planning Commission, said the applicant shall submit preliminary covenants. He said the applicant shall add utility easements and their widths.

Brian Wright, Sangamon County Highway Department, had no comments.

Paul O'Shea, Office of Planning and Economic Development, had no comments.

Mike Johnson, CWLP-Water, said the applicant shall verify that the water line serving Lot 1 is in an easement.

Gregg Humphrey, Springfield Metro Sanitary District, had no comments.

Nate Bottom, City Engineer, had no comments.

Lori Williams, City Traffic Engineer, said the applicant shall verify that the parking spaces meet the zoning requirements. She said the applicant shall verify the drive-through stacking is adequate. Williams said the applicant shall dimension the ingress/egress easement between Lots 1 and 2.

Matt McLaughlin, Springfield Building and Zoning Administrator, had no comments.

Chris Richmond, Springfield Fire Department, had no comments.

Cyndi Knowles, Sangamon County Zoning Department, had no comments.

Brad Bixby, CWLP-Electric, had no comments.

Gregg Humphrey made a motion to approve the preliminary plan, subject to:

- 1) Submitting preliminary covenants;
- 2) Adding utility easements and their widths;
- 3) Verifying that the water line serving Lot 1 is in an easement;
- 4) Verification of the requirements;
- 5) Verifying the drive through stacking requirement is met; and,
- 6) Dimensioning the ingress/egress easement between Lots 1 and 2.

Lori Williams seconded the motion and the vote was unanimous.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2014-02
CENSUS TRACT # 36.03

NAME OF SUBDIVISION:	River Birch Subdivision – Final Plat
JURISDICTION:	City
DATE OF MEETING:	April 3, 2014
OWNER:	Glarto, L.L.C.
ENGINEER:	Martin Engineering
DESCRIPTION:	Pt. E ½, NW ¼, Sec. 24 & Pt. E ½, SW ¼, Sec. 13, T15N, R6W – Southeast corner of Mathers Road and Cockrell Lane
	<u>3.891 Acres 2 Lots</u>
MOTION TO RECOMMEND:	Approve, Subject To
BY:	Nate Bottom
2ND BY:	Lori Williams
VOTE:	Unanimous

Steve Walker presented the final plat.

Joe Zeibert, Regional Planning Commission, said the applicant shall submit final covenants. He said the applicant shall show the access easement with dimensions. Zeibert said the applicant shall show the location of the permanent floodplain monuments. He said the applicant shall fix the spelling of existing by the gas easement. Zeibert said the surveyor's certificate indicates no FEMA floodplain. He said the applicant's plat includes a calculated floodplain and drainage easement. Zeibert asked if the surveyor's certificate should include the calculated floodplain. He asked if the ROW shown will be sufficient, to which Nate Bottom, City Engineer, said yes.

Brian Wright, Sangamon County Highway Department, had no comments.

Paul O'Shea, Office of Planning and Economic Development, had no comments.

Mike Johnson, CWLP-Water, had no comments.

Gregg Humphrey, Springfield Metro Sanitary District, had no comments.

Nate Bottom, City Engineer, said a professional land surveyor's [PLS] seal, original signature, date of signing, license number, and license expiration date are required.

Lori Williams, City Traffic Engineer, had no comments.

Matt McLaughlin, Springfield Building and Zoning Administrator, had no comments.

Chris Richmond, Springfield Fire Department, had no comments.

Cyndi Knowles, Sangamon County Zoning Department, had no comments.

Brad Bixby, CWLP-Electric, had no comments.

Nate Bottom made a motion to approve the final plat, subject to:

- 1) Submitting final covenants;
- 2) Showing the access easement with dimensions;
- 3) Showing the location of the permanent floodplain monuments;
- 4) Fixing the spelling of existing by the gas easement; and,
- 5) Adding a PLS seal, original signature, date of signing, license number, and license expiration date.

Lori Williams seconded the motion and the vote was unanimous.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2013-07
CENSUS TRACT # 2.02

NAME OF SUBDIVISION:	Pulliam/Mendenhall City Minor Subdivision – Final Plat
JURISDICTION:	City
DATE OF MEETING:	April 3, 2014
OWNER:	Robert and Norma Mendenhall Trust c/o Elizabeth Mendenhall
ENGINEER:	Raynolds, Higginbotham & Associates, Inc.
DESCRIPTION:	Pt. NW ¼, Sec. 20, T16N, R5W – Southeast corner of Pulliam Road and Bruns Lane 9.094 Acres 2 Lots
MOTION TO RECOMMEND:	Approve, Subject To
BY:	Nate Bottom
2ND BY:	Chris Richmond
VOTE:	Passed with 1 no vote.

John Raynolds presented the final plat. He said the purpose was to help resolve some estate issues.

Joe Zeibert said the applicant shall add a note pertaining to the airport noise: "Airport Noise Statement: This subdivision is potentially affected by noise resulting from Capital Airport and associated aircraft activity and is subject to noise levels that may be objectionable." He said the applicant shall call the pages Sheet 1 of 2 and Sheet 2 of 2. Zeibert said the applicant shall add contours, the floodplain elevation, floodplain monuments, and the limits of the floodplain. He said the applicant shall show the location of all present property lines, section lines, streets, buildings and watercourses within the area. Zeibert said the applicant shall correct the signature block to reflect City Council action, as in Section 153.178(D)(2) of the Subdivision Ordinance. Zeibert said since the lots will eventually be served by public water the applicant shall remove the portion of the note pertaining to well water. He said that the applicant shall add a note that no discharge is allowed from septic, aeration or sump pumps into any roadway ditches, except for natural drainage. Zeibert said the applicant shall add a note that states: "In order to allow free access to the private sewage disposal system for maintenance, servicing, or proper operation, the area reserved for a private sewage disposal system shall be maintained so that it is free from encroachment by: trees, driveways, accessory buildings, swimming pools, parking areas, buried lawn sprinkling systems, underground utility services, patios, slabs, additions to the original structure, or any other structure." He said the applicant shall remove the City Engineer's certificate. Zeibert said the applicant shall show the utility easements with

dimensions. He said the applicant shall provide the dimensions for the proposed septic fields. Zeibert said the applicant shall remove the certificates on Sheet 2.

Raynolds asked about note 7, concerning the recorded navigation easement. After some discussion, Zeibert asked him to add the noise statement.

Brian Wright, Sangamon County Highway Department, had no comments.

Paul O'Shea, Office of Planning and Economic Development, had no comments.

Mike Johnson, CWLP-Water, said the property shall be annexed to the City to receive water service.

Gregg Humphrey, Springfield Metro Sanitary District, said the Sanitary District objects to development without all utilities in place.

Nate Bottom, City Engineer, said a professional land surveyor's [PLS] seal, original signature, date of signing, license number, and license expiration date are required. He said the applicant shall spell out the degrees, minutes, and seconds in the legal description. Bottom said soils analysis results are required to be verified with the Sangamon County Public Health Department. He said since this goes through City Council the City Engineer's certificate will need to be removed.

Lori Williams, City Traffic Engineer, said the applicant shall submit a revised approval certificate. She said the applicant shall revise the subdivision name in the title block. Williams said the applicant shall revise the owner's certificate. She said to remove the ROW note since the ROW was previously dedicated.

Matt McLaughlin, Springfield Building and Zoning Administrator, had no comments.

Chris Richmond, Springfield Fire Department, had no comments.

Cyndi Knowles, Sangamon County Zoning Department, had no comments.

Brad Bixby, CWLP-Electric, said there are existing utilities at this site. He said the City wants 10-foot of easement along Pulliam Road in case of any road improvements. Raynolds asked if this was in addition to the 40 feet of ROW already dedicated. Bixby said ROW is usually different because it is for road purposes. He said unless it is designated for utility and road purposes.

Nate Bottom moved to approve the final plat, subject to:

- 1) Adding the note pertaining to the airport noise;
- 2) Calling the pages Sheet 1 of 2 and Sheet 2 of 2;
- 3) Adding contours, the floodplain elevation, floodplain monuments, and the limits of the floodplain;
- 4) Showing the location of all present property lines, section lines, streets, buildings and watercourses within the area;
- 5) Correcting the signature block to reflect City Council action;
- 6) Removing the portion of the note pertaining to well water;
- 7) Adding a note that no discharge is allowed from septic, aeration or sump pumps into any roadway ditches, except for natural drainage;
- 8) Adding a note concerning keeping the septic field free and clear of obstructions;
- 9) Removing the City Engineer's certificate;
- 10) Showing the utility easements with dimensions;
- 11) Providing the dimensions for the proposed septic fields;
- 12) Removing the certificates on Sheet 2;

- 13) Spelling out the degrees, minutes, and seconds in the legal description;
- 14) Verifying soils analysis results with the Sangamon County Public Health Department;
- 15) Adding a PLS seal, original signature, date of signing, license number, and license expiration date;
- 16) Submitting a revised approval certificate;
- 17) Revising the subdivision name in the title block;
- 18) Revising the owner's certificate;
- 19) Removing the ROW note since the ROW was already previously dedicated; and,
- 20) Adding a 10-foot utility easement along Pulliam Road, satisfactory to CWLP.

Chris Richmond seconded the motion and the motion passed with Gregg Humphrey voting no.